

Bridges Community Church



Job Title: Preschool Teacher Aide

Position Overview

This position reports to the Teacher in the class. The Teacher Aide assists Teacher(s) in reaching the goals of the school to fulfill its mission of partnering with families to provide Christ-centered experiences that will foster and encourage preschoolers to succeed in kindergarten and in life. This is done by surrounding each child with love, security, consistency, and respect through personal relationships with the children and through consideration of children's developmental levels/needs in classroom preparation. The Teacher Aide also assists the Teacher(s) in ways to provide a safe, supportive and happy place for each child to explore and grow physically, mentally, emotionally, socially, and spiritually.

Essential Job Functions

CLASS

- Assist teachers in overseeing the children in the playground and classroom following playground and class rules for teachers and children.
- Supervise art/science areas and various other classroom centers, interacting and engaging with the children as they take part in various activities.
- Oversee classroom routines like snack time, lunch time, and nap time.
- Assist in setting out lunches.
- Assist in washing tables and sweeping floor after lunch.
- Serve as a floater in giving breaks to teachers when needed.
- Assist with washing/disinfecting toys and other teaching materials.
- Assist with prepping for art as needed and able.
- Be familiar with school's safety rules and emergency procedures.

CHILDREN

- Assist teachers in supervising children at all times ensuring their safety, well-being and development.
 - Never leave children unattended or unsupervised.
 - If safety concerns do emerge, immediately inform the appropriate person, whether it is the teacher or the office.
- Assist with helping to change children's clothes and clean them up in the event of toileting accident.
- Greet each child as they arrive.
- Encourage children in their personal growth and learning through personal and caring relationships with them.
- Discipline children using positive language and appropriate consequences.
- Be a Christian role model.

Requirements

BASIC REQUIREMENTS

- 18 years old or high school graduate.
- Agree with the Bridges Community Church's Statement of Faith and Positional Papers.
- Personal faith in Christ as Lord and Savior and active member of a Christian church.
- Pass State required background check.
- Submit all State required forms including Physician form and T.B. test results.
- Must be under the direct supervision of a teacher (may escort children to the bathroom and supervise napping children without being under the supervision of a teacher)

MINIMUM EXPERIENCE, EDUCATION, CERTIFICATIONS, ABILITIES

- Meet the California Licensing requirements educationally for a Teacher Aide.
 - Minimum of 6 core semester units in Early Childhood Education, including units in Child-Family and Community, and Curriculum (with a C or better grade).
 - *Or*, Be enrolled in at least 2 ECE units and continuing the program until 6 units are completed.
- Ability to take ownership of responsibilities.
- Ability to keep confidentiality in school matters.
- Ability to maintain a calm demeanor and make responsible decisions in the midst of the stress that is associated with supervising young children.
- Ability to guide children into acceptable behavior avoiding discipline problems, and help them to build self-esteem.

PHYSICAL REQUIREMENTS

The teacher aide must be able to regularly perform physical activities such as but not limited to:

- Visual acuity and manual dexterity sufficient to operate standard office equipment.
- Lift and move 20 lbs. from the floor to a waist-high table when necessary.
- Stand and walk short distances frequently on a daily basis.
- Regularly sit, bend, twist, push and pull.
- Crouch to child's level, maintain eye contact, sit on floor and stand tall enough to reach children on the highest piece of equipment.

<p>NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.</p>
--